

# EXECUTIVE SECRETARIAT ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X (w/o Atchs)		
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X (W/Atchs)			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
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22					

SUSPENSE

Date

Remarks

ER 89-3867

3637 (10-81)

*D/* Executive Secretary  
27 Sept '89  
Date

## ROUTING AND TRANSMITTAL SLIP

Date

29 SEP 89

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. DIRECTOR OF MEDICAL SERVICES

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

### REMARKS

#1 - FOR ACTION: PLEASE RESPOND DIRECT WITH  
DROP COPIES TO THE DDA AND ER.

DD/A REGISTRY

FILE: *Log 12*DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

XA/DDA

5041-102

\* U.S. GPO: 1988 - 201-759

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

U.S. DEPARTMENT OF LABOR

SECRETARY OF LABOR  
WASHINGTON, D.C.



September 21, 1989

The Honorable William H. Webster  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Bill:

I am pleased to announce that the Forty-fourth Annual Federal-Safety and Health Conference will be held, in conjunction with the National Safety Council Congress and Exposition, in Chicago, Illinois, on October 30-31 and November 1. The theme for the Conference is "Creating Innovation Together." A copy of the preliminary program is enclosed for your information.

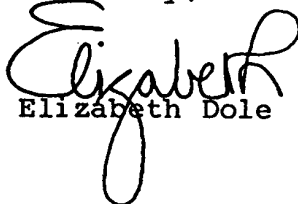
The Conference provides an excellent forum to present and exchange information on Federal workers' occupational safety and health programs. It also provides an opportunity to share new program initiatives developed by the Occupational Safety and Health Administration to meet the goals established by President Bush.

I would appreciate your authorizing your top and mid-level managers, representatives of employee organizations, and other members of your staff who are directly responsible for implementing your Department's/Agency's safety and health program at headquarters and field installation levels to attend this year's Conference.

If you have any questions regarding the Conference, please have a member of your staff contact Mr. John E. Plummer, Director, Office of Federal Agency Programs, at (202) 523-9329.

With my warmest regards,

Sincerely,

  
Elizabeth Dole

Enclosure

DD/A REGISTRY

FILE: Logs-12-A/R

REFERENCE

Central Intelligence Agency



Washington, D.C. 20505

DD/A Registry

88-1834X

FYI

24 AUG 1988

The Honorable Ann McLaughlin  
The Secretary of Labor  
Washington, D.C. 20210

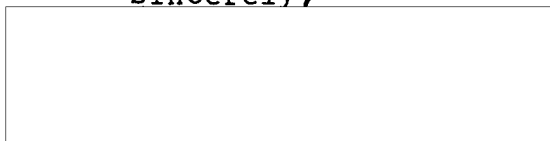
Dear Madam Secretary:

Your letter of 20 June 1988 to the Director of Central Intelligence concerning attendance at the Forty-third Annual Federal Safety and Health Conference has been referred to me for response.

Representatives of the Central Intelligence Agency have attended these conferences in the past and found them to be extremely beneficial. We plan to continue this representation and have scheduled two employees from the Safety Division and two from the Office of Logistics to attend the Forty-third Conference.

Please be assured of our continued support of the Federal Safety Council and the annual conferences.

Sincerely,



Gary E. Foster  
Director of Medical Services

STAT

12-3

**EXECUTIVE SECRETARIAT****ROUTING SLIP**

TO: *DDA Subject*  
*ER-2489X-88*

	ACTION	INFO	DATE	INITIAL
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2	DDCI			
3	EXDIR			
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5	DDI			
6	DDA	X		
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8	DDS&T			
9	Chm/NIC			
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14	D/PAO			
15	D/PERS			
16	D/Ex Staff			
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22				

SUSPENSE

Date

Remarks

FOR DIRECT RESPONSE, PLEASE.

Executive Secretary

24 Jun 88

Date

3637 (10-81)

**ROUTING AND TRANSMITTAL SLIP**

27 June 1988

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials Date

1. OFFICE OF MEDICAL SERVICES

27 JUN 1988

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

#1 FOR ACTION - PLEASE PREPARE A DIRECT RESPONSE  
TO THE SECRETARY OF LABOR. PROVIDE A DROP  
COPY TO DDA AND ER.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FR

Room No.—Bldg.

EXA/DDA

Phone No.

5041-102

★ U.S. Government Printing Office: 1987-181-246/60000

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.208

Executive Registry

88-2489X

U.S. DEPARTMENT OF LABOR

SECRETARY OF LABOR  
WASHINGTON, D.C.

June 20, 1988



Dear Mr. Webster:

I am pleased to announce that the Forty-third Annual Federal Safety and Health Conference will be held, in conjunction with the National Safety Council Congress and Exposition, in Orlando, Florida, on October 17-19. A copy of the preliminary program is enclosed for your information.

The Conference provides an excellent forum to present and exchange information on Federal workers' occupational safety and health programs. It also provides an opportunity to share new program initiatives developed by the Occupational Safety and Health Administration to meet the goals established by President Reagan.

I would appreciate your authorizing your top and mid-level managers, representatives of employee organizations, and other members of your staff who are directly responsible for implementing your Agency's safety and health program at headquarters and field installation levels to attend this year's Conference.

If you have any questions regarding the Conference, please have a member of your staff contact Mr. John E. Plummer, Director, Office of Federal Agency Programs, at 523-9329.

Sincerely,

A handwritten signature in cursive script that reads "Ann McLaughlin".

ANN McLAUGHLIN

The Honorable William H. Webster  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Enclosure

5/24/88

PRELIMINARY PROGRAM

FORTY-THIRD ANNUAL  
FEDERAL SAFETY AND HEALTH CONFERENCE

October 17-19, 1988  
Orlando, Florida

THEME: "MANAGING SAFETY AND HEALTH IN A DYNAMIC ENVIRONMENT"

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Monday  
October 17, 1988

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Opening Session  
Room to Be announced  
Peabody Hotel  
Lower Level

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1:00 PM

REGISTRATION

1:30 PM

CONFERENCE CONVENES

Presiding: (To be announced.)

1:45 PM

OPENING REMARKS

John A. Pendergrass  
Assistant Secretary  
Occupational Safety and  
Health Administration  
U.S. Department of Labor  
Washington, D.C.

2:00 PM

KEYNOTE ADDRESS

Honorable Constance J. Horner  
Director  
Office of Personnel Management  
Washington, D.C.

-2-

2:30 PM

**PRESENTATION OF FEDERAL SAFETY AND HEALTH  
COUNCIL ACHIEVEMENT AWARDS**

John A. Pendergrass  
Assistant Secretary  
Occupational Safety and  
Health Administration  
U.S. Department of Labor  
Washington, D.C.

3:00 PM

**UNION'S POSITION IN THE FEDERAL SAFETY  
AND HEALTH PROGRAM**

Kenneth T. Blaylock  
National President  
American Federation of Government  
Employees, AFL-CIO,  
Washington, D.C.

3:30 PM

**MOTIVATIONAL SPEAKER**

Kenneth L. Lewis  
President  
International Professional Services  
Institute  
Noblesville, Indiana

4:00 PM

**ADJOURN**

In an effort to better address the needs of full-time and collateral duty safety and health personnel, we have kept the following format of last year's Conference which:

- \* Uses a two-track approach on the second and third days. Track One is devoted to issues that address program and information needs of full-time safety and health professionals. Track Two is devoted to management and technical skills for collateral duty personnel.
- \* Offers both tracks simultaneously, thereby giving the attendees the option of participating in either track.

In addition, in response to many of last year's Conference participants, a question and answer period has been incorporated into each of the sessions.



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Tuesday  
October 18, 1988

Holiday Inn  
International Drive  
Grande Hall D and E

TRACK ONE

8:45 AM

CONFERENCE RECONVENES

PRESIDING: Mike Moore  
Safety and Occupational  
Health Manager  
Office of the Chief of Staff  
Department of the Army  
Washington, D.C.

9:00 AM

Session A:

AIDS IN THE WORKPLACE

A frank and objective discussion of the AIDS issue and its impact on Federal employees. Topics covered include: "What is AIDS?", "How is it spread?", "What exposures exist in the workplace?", "What are the most effective preventative measures?" and, "What treatment and personnel options are available?" Guidelines for Federal safety and health professionals in handling this timely and important topic will also be discussed.

Speakers:

Allan D. Heuerman  
Assistant Director for Employee  
and Labor Relations  
Office of Personnel Management  
Washington, D.C.

David Smith  
Director, Office of Health Compliance  
Assistance  
Occupational Safety and Health  
Administration  
Department of Labor  
Washington, D.C.

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Dr. Susan Mather  
Director of AIDS Program Office  
Veterans Administration  
Washington, D.C.

10:15 AM BREAK

10:45 AM Session A: (Continued)

12:00 Noon LUNCH

1:15 PM Session B:

LEGAL LIABILITY THAT INVOLVES SAFETY  
AND HEALTH PERSONNEL

A comprehensive review of civil and criminal liability associated with the performance of safety and occupational health program activities. Also included is a discussion of "absolute immunity" and recent trends in its application to Federal managers and supervisors. Legislation containing "exclusive remedy" protections will be reviewed, as well as provisions for government provided representation at trial.

Speaker:

CDR Patrick Kelley  
Head, Labor Law Branch  
Civil Affairs Division  
Office of the Navy Judge  
Advocate General  
Department of the Navy  
Department of Defense  
Alexandria, Virginia

2:30 PM ADJOURN

-5-

Wednesday  
October 19, 1988

Holiday Inn  
International Drive  
Grande Hall D and E

TRACK ONE

8:45 AM CONFERENCE RECONVENES

~~PRESIDING:~~ Mike Moore  
Safety and Occupational  
Health Manager  
Office of the Chief of Staff  
Department of the Army  
Washington, D.C.

9:00 AM Session C:

HAZARDOUS WASTE OPERATIONS

An extensive review of the latest Federal rules and regulations concerning the production, storage and disposal of hazardous waste materials. Reporting thresholds, recordkeeping requirements, employee protection and medical surveillance, safe storage and disposal guidelines, public relations and many other essential components of an effective hazardous waste control program will be included. The discussion will also cover an example of how agencies have handled complex, "worst case" hazardous waste problems and the lessons learned.

Speakers:

Kathy Hutson  
Federal Agency Hazardous  
Waste Liaison  
Federal Facilities Compliance Staff  
Office of Federal Activities  
Environmental Protection Agency  
Washington, D.C.

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MaryAnn Garrahan  
Industrial Hygienist  
Office of Health Compliance Assistance  
Occupational Safety and Health  
Administration  
Department of Labor  
Washington, D.C.

Donald Campbell  
Program Manager  
Rocky Mountain Arsenal  
U.S. Army Material Command  
Aberdeen Proving Ground, Maryland

Ted Ankrum  
Deputy Assistant Associate Administrator  
for Facility Management  
National Aeronautics and Space  
Administration  
Washington, D.C.

10:15 AM

BREAK

10:45 AM

Session C: (Continued)

12:00 Noon

LUNCH

1:15 PM

Session D:

MAKING HIGH-IMPACT SAFETY AND  
HEALTH PRESENTATIONS

This workshop will present proven methods for:  
positively motivating employees, efficiently  
preparing the presentation, helping people  
remember what you present, encouraging partici-  
pation, using simple - and powerful - audio-  
visual aids, dealing with problem participants,  
and reinforcing the impact after the meeting.

Speaker:

Robert Pater  
Director of Training  
FallSafe, Incorporated  
Portland, Oregon

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3:00 PM

Session E:

ENHANCING MANAGEMENT PARTICIPATION  
IN SAFETY AND HEALTH

A look at methods and techniques that can be employed to increase the level and quality of participation by managers and supervisors in safety and occupational health activities. Discussion will focus on developing effective performance standard elements covering program activities, breaking out of compensation costs to individual managerial units to increase awareness of actual costs and program benefits, increasing the quantity and quality of communication with managers and supervisors about program activities and other related topics.

Speakers:

G.F. Scannell  
Director  
Corporate Safety and  
Environmental Affairs  
Johnson and Johnson  
New Brunswick, New Jersey

4:15 PM

ADJOURN

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Tuesday  
October 18, 1988

Holiday Inn -  
International Drive  
Grande Hall A and B

TRACK TWO

8:45 AM CONFERENCE RECONVENES

PRESIDING: Ruth Lantzy  
Chief, Environmental Management  
Division  
Office of Environmental Management  
and Safety  
Smithsonian Institution  
Washington, D.C.

9:00 AM Session A:

LEGAL LIABILITY THAT INVOLVES  
SAFETY AND HEALTH PERSONNEL

A comprehensive review of civil and criminal liability associated with the performance of safety and occupational health program activities. Also included is a discussion of "absolute immunity" and recent trends in its application to Federal managers and supervisors. Legislation containing "exclusive remedy" protections will be reviewed, as well as provisions for government provided representation at trial.

Speaker:

CDR Patrick Kelley  
Head, Labor Law Branch  
Civil Affairs Division  
Office of the Navy Judge  
Advocate General  
Department of the Navy  
Department of Defense  
Alexandria, Virginia

10:15 AM BREAK

-9-

10:45 AM

Session B:

VEHICLE SAFETY

An overview of the problems, and solutions to those problems, associated with the safe operation of motor vehicles by Federal employees (government owned and POVs).

Speakers:

(To be announced.)

12:00 Noon

LUNCH

1:15 PM

Session C:

AIDS IN THE WORKPLACE

A frank and objective discussion of the AIDS issue and its impact on Federal employees. Topics covered include: "What is AIDS?", "How is it spread?", "What exposures exist in the workplace?", "What are the most effective preventative measures?" and, "What treatment and personnel options are available?" Appropriate guidelines for Federal safety and health professionals in handling this timely and important topic will also be discussed.

Speakers:

Allan D. Heuerman  
Assistant Director for Employee  
and Labor Relations  
Office of Personnel Management  
Washington, D.C.

-10-

David Smith  
Director  
Office of Health Compliance Assistance  
Occupational Safety and Health  
Administration  
Department of Labor  
Washington, D.C.

Dr. Susan Mather  
Director of AIDS Program Office  
Veterans Administration  
Washington, D.C.

2:30 PM           BREAK

3:00 PM           Session C: (Continued)

4:15 PM           ADJOURN



-11-

Wednesday  
October 19, 1988

Holiday Inn  
International Drive  
Grande Hall A and B

TRACK TWO

8:45 AM CONFERENCE RECONVENES

PRESIDING: Ruth Lantzy  
Chief, Environmental Management  
Division  
Office of Environmental Management  
and Safety  
Smithsonian Institution  
Washington, D.C.

9:00 AM Session D:

MAKING HIGH-IMPACT SAFETY AND  
HEALTH PRESENTATIONS

This workshop will present proven methods for:  
positively motivating employees, efficiently  
preparing the presentation, helping people  
remember what you present, encouraging participa-  
tion, using simple - and powerful - audio-visual  
aids, dealing with problem participants, and  
reinforcing the impact after the meeting.

Speaker:

Robert Pater  
Director of Training  
FallSafe, Incorporated  
Portland, Oregon

10:15 AM BREAK

-12-

10:45 AM

Session E:

SPECIAL EMPHASIS PROGRAMS TO  
DEAL WITH SLIPS, TRIPS, AND  
FALLS

A review of environmental modification and staff training to reduce falls and back injuries will be given. Topics will include: overcoming the limitations of typical approaches to back and fall injury prevention, how to teach judgment, real-work applications of dynamic injury prevention techniques, motivating staff to use these techniques both on and off the job.

Speaker:

Robert C. Button  
Director of Program Development  
FallSafe, Incorporated  
Portland, Oregon

12:00 Noon

LUNCH

1:15 PM

Session F:

ERGONOMICS INTERVENTIONS  
TO REDUCE MUSCULO-SKELETAL  
INJURIES

A dynamic discussion of the ergonomic approach to identify and reduce workplace stressors. "Quick and dirty" techniques to prevent back injuries and cumulative trauma disorders will be presented.

Speaker:

Dr. Roger Stephens  
Industrial Engineer/Ergonomist  
Directorate of Technical Support  
Occupational Safety and Health  
Administration  
Department of Labor  
Washington, D.C.

2:30 PM

BREAK

-13-

3:00 PM

Session G:

UPDATE ON THE FEDERAL HAZARD  
COMMUNICATION PROGRAM

An update of the status of the Federal Hazard Communication Program (FHCP) will be presented, including an update on the elements of the Technical Assistance Program. Procedures utilized by the Occupational Safety and Health Administration to enforce the Hazard Communication Standard in FHCP and non-FHCP agencies will also be discussed.

Speaker:

Gail Kleiner  
Chief, Division of Consultation,  
Training and Federal Agency Data  
Office of Federal Agency Programs  
Occupational Safety and Health  
Administration  
Department of Labor  
Washington, D.C.

Lynne Elliott  
Special Assistant (Consultant) for  
Hazardous Materials  
Safety and Occupational Health  
Policy Directorate  
Office of the Secretary of Defense  
Department of Defense  
Washington, D.C.

4:15 PM

ADJOURN

TRANSMITTAL SLIP		DATE	
TO:			
DDA			
ROOM NO.	BUILDING		
6E22	HQS.		
REMARKS:			
Exa <u>h</u>			
Registry file <u>JWE</u>			
FROM:			
OMS/SD			
ROOM NO.	BUILDING	EXTENSION	
STAT 3N37			
FORM NO.	COPY OF FORM 100-1		

Washington, D.C. 20505

27 OCT 1989

The Honorable Elizabeth Dole  
The Secretary of Labor  
Washington, D.C. 20210

Dear Madam Secretary:

Your letter of 21 September 1989 to the Director of Central Intelligence concerning attendance at the Forty-fourth Annual Federal Safety and Health Conference has been referred to me for response.

Representatives of the Central Intelligence Agency have attended these conferences in the past and found them to be extremely beneficial. Accordingly, three employees, one from the Safety Division/Office of Medical Services, and two from the Office of Logistics who are involved in our Occupational Safety and Health Program, are scheduled to attend the Forty-fourth Conference.

You are assured of our continued support as efforts are directed toward maintaining an effective Occupational Safety and Health Program.

Sincerely,



Director of Medical Services

Distribution:

Orig - Addressee

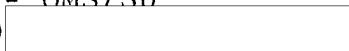
1 - ER

1 - DDA

1 - D/MS

1 - OMS/SD

OMS/SD



DD/A REGISTRY  
FILE: